

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Mobile Business Stormwater Source Control and Coordination

Send progress report to: Brandi Lubliner
Department of Ecology
PO Box 47600
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1. General Information

Contract Agreement Number:	C2100090
Project Title:	Mobile Business Stormwater Source Control and Coordination
Organization:	King County and Aspect Consulting
Project Manager:	Alison Schweitzer and Todd Hunsdorfer (King County)
Reporting Period:	Quarter 3, 2022: July 1 to September 30, 2022
Date this Form was Completed:	10/3/2022

2. Description of Achievements for Quarter 3, 2022: July 1 to September 30, 2022

Task 1: Technical Advisory Committee and Project Management

Percent of Task Completed:	40%
Deliverable(s)	1B: Q2 2022 Progress Report (completed)
Description of your Achievements:	Progress report and invoice for Q2 2022 Project management, budget tracking, and team coordination Planning for next TAC meeting

Task 2: Survey of Municipal Mobile Business Source Control

Percent of Task Completed:	100%
Deliverable(s)	none this period, task complete
Description of your Achievements:	none this period, task complete

Task 3: Business Listing Generation

Percent of Task Completed:	61%
Deliverable(s)	3A: Draft memo of business listing (in progress)
Description of your Achievements:	Completed outreach and communication with Department of Revenue (DOR) and received data file per request Prepared draft spreadsheet tool for searching for mobile businesses in business license data Prepared draft memorandum of business listing process

Task 4: Analysis of Permittee IDDE Data on Mobile Businesses

Percent of Task Completed:	100%
Deliverable(s)	4B: Final IDDE Technical Memorandum
Description of your Achievements:	Completed the final technical memo from the IDDE data analysis and transmitted to the County on July 8

Task 5: Best Practices Guidance Document for Multi-Jurisdiction Coordination

Percent of Task Completed:	2%
Deliverable(s)	5A Draft Best Practices Guidance document (in progress)
Description of your Achievements:	Began preparing draft best practices guidance document

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Task 6: Mobile Business Source Control Pilot Program in King County

Percent of Task Completed:	0%
Deliverable(s)	none this period
Description of your Achievements:	none this period

Task 7: Communication Plan

Percent of Task Completed:	14%
Deliverable(s)	none this period
Description of your Achievements:	none this period

4. Potential Future Challenges to Performance (time delays, staff changes, etc.):

Obtaining the business license data from DOR took longer than planned, which has extended the time to complete Task 3 (Business Listing Process memo)

5. General Comments:

6. List the cumulative totals for all "outputs" (numerically measurable accomplishments) under this contract to date:

1A: TAC agendas and minutes: TAC meeting 1, TAC meeting 2
1B: Quarterly progress reports: Q1 2022, Q2 2022
2A: Draft survey
2B: Final survey
2C: Survey technical memorandum
4A: Draft IDDE report
4B: Final IDDE report
7A: Updated schedule
7D: Presentation to local group